

# Creating a Wikispace for Google Online

## Step 1: Create Your Wikispace

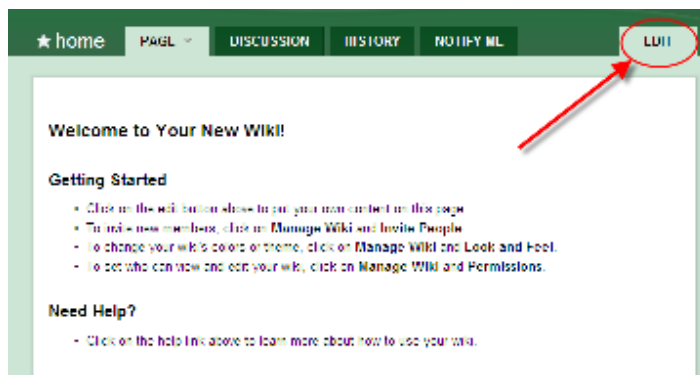
1. Go to  
<http://www.wikispaces.com/t/x/teachers100K>
2. Enter your desired USERNAME, PASSWORD and EMAIL ADDRESS (if you already have a Wikispaces login, click SIGN IN in the top right corner and then go back to the link in step #1)
3. Name your wiki "gcisdgoogle-yourname"
4. Set the permissions to "Protected" so that only you can edit the page but we can all see it.
5. Check the box next to EDUCATIONAL USE.
6. Click JOIN

Your wiki will be created. Click the "Turn Off "Getting Started"" link to close the help window. This will take you to your HOME page.



## Step 2: Edit Your Home Page

1. A Home page will be created by default. Click the **EDIT** button in the top right hand corner.
2. A floating toolbar will appear. Delete the default text just as you would in a word processor.
3. Add a brief introduction of yourself (your campus, what you teach, what you hope to gain from this class). Include your Google Account name in your introduction.



4. Use the toolbar to format text, insert images and files and/or link to other pages or websites as desired.
5. Click **SAVE** when finished editing.

### Step 3: Create a New Page

1. Click the **NEW PAGE** link on the left hand side.
2. Name the page "iGoogle" and click **CREATE**. (As we work through the course, you will create a page for each module for embedding your work and journaling your ideas.)
3. On your "iGoogle" wiki page, insert the screenshot you saved of your iGoogle homepage (see instructions below) and write your thoughts about iGoogle and the gadgets that you choose to insert on your homepage.

### Adding Images and Uploading Files

1. Click the **FILE** icon on the toolbar.
2. Click **UPLOAD FILE** and navigate to the location of the desired image or file.
3. Once the image or file uploads, double click the image or file name from the list to put it on the page.